



CBSD ADVISORY BOARD MEETING
Manchester City Hall
One City Hall Plaza, Manchester, NH 03101
Walter Stiles Conference Room – 2nd floor
Friday, January 6, 2023, at 1:00 p.m.

1. Call to order

Meeting was called to order by Co-Chair, Jacqueline Leary at 1:10 pm.

2. Roll call

Members Present: Ed Barrody, Co-chair
 Jacqueline Leary, Co-Chair
 Travis York
 Kristyn Van Ostern (via phone)
 Peter Macone (via phone)

Members Absent: Donald Stokes

City Staff: Jodie Nazaka, Director, Economic Development
 Erik Lesniak, Business Liaison, Economic Development

3. Approval of 9/30/2022 meeting minutes

Motion by Kristyn Van Ostern to approve the minutes from 9/30/2022. The motion was seconded by Jacqueline. All in Favor [**MOTION APPROVED**]

4. Bylaws

Jodie Nazaka, Director of Economic Development suggested Section II Composition; Term Members A. be updated to reflect the exact language from the City Ordinance to read:

“A. The CBSD Advisory Board shall consist of seven members appointed by the Mayor and approved by the Alderman. Not less than five of them shall be owners or tenants of property within the proposed district. Other members shall be known as at-large members and shall be residents of the City. The full language for CBSD composition and terms is found in Section 37.03 of the City of Manchester Code of Ordinances.”

Motion by Travis York to approve the bylaws with the suggested changes from MEDO staff. The motion was seconded by Ed Barrody. All in Favor [**MOTION APPROVED**]

5. Public Input

No one was present from the public. Co-chair, Jacqueline Leary provided the Board with an update of feedback she’s been receiving from the public during her weekly drop-in’s. J. Leary stated that the primary concerns she’s been hearing is around safety, cleanliness, and homelessness. Travis York agreed that safety and cleanliness of the downtown has become a concern and is preventing people and



businesses from moving to the area. The Board acknowledged that the limited CBSD assessment funds would not solve the homeless issue within the district but resources can be allocated to help manage.

Co-chair, Ed Barrody suggested setting a meeting with the City's new Director of Homeless Initiatives, Adrienne Beloin. J. Nazaka informed the Board of meeting scheduled for Monday, January 9th from 2-3:30 at the Rex Theater. The meeting has been scheduled in response public comment received at the January 3rd Board of Mayor and Alderman meeting. The meeting is intended for the Downtown business community

In an effort to be more transparent with the district members the Board suggested updating the City's website to include past meeting minutes. MEDO Staff agreed to update the website to include minutes before the Board's next meeting.

6. Discussion on RFP/ future services within the District

J. Nazaka provided an updated to the Board following extensive research into New Haven CT and phone conversations with City staff in Nashua NH, Concord NH, and Portland ME regarding their improvement districts. J. Nazaka stated that based on feedback from comparable cities, it is not advisable to transfer all of the \$258,000 assessment funds to a third party vendor. What would be advisable would be to leverage the money by working with other agencies. For example, explore opportunities with the Greater Manchester Chamber to invest in a downtown Ambassador Program or seek proposals for a non-profit or community group that would be responsible for a defined number of special events each year within the district. J. Nazaka also noted that the district itself needs a lot of work. The district boundaries and assessment value should be evaluated and amended in the future.

Members of the Board spoke favorably about the recommended approach. T. York agreed that spreading the money out would allow for a greater impact and better utilization of the limited funds. T. York asked staff if they were comfortable creating a plan for the Board to review. J. Nazaka said she would try to have something pulled together before the Boards next meeting in February.

J. Nazaka also asked for guidance on the use of FY23 funds moving forward. Specifically, J. Nazaka asked if MEDO staff had the support of the Board to continue to use the funds for the downtown cleanup crew, elevated lighting, seasonal decorations, flowers, etc. The Board agreed to allow MEDO the ability to continue monitoring the funds and using them for projects that have historically been funded through the district.

7. Other Business

None.

8. Set next meeting date

The Board discussed meeting availability and the need to set a standing monthly meeting date moving forward. The Board agreed the second Tuesday of every month at 5:30 pm worked for the majority. Meetings will be held at City Hall in the Walter Stiles Conference room on the second floor. MEDO staff arranged to circulate a calendar invite to all Advisory Board members. Meetings are open to the public.